



DUTY STATEMENT

EMPLOYEE Vacant		RPA # / JOB CONTROL # 23-087 / 347976	
POSITION NUMBER 040-450-5393-XXX	CLASSIFICATION Associate Govt. Program Analyst	WORKING TITLE Human Resources Analyst	
DIVISION Administration Division	SECTION/UNIT Human Resources Unit	CBID R01	WWG 2
WORK DAYS Monday – Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict-of-Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and certify I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

EMPLOYEE'S NAME (Print) Vacant	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential job functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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RPA 23-087**GENERAL STATEMENT**

Under direction of the Staff Services Manager I in the Human Resources Unit (HRU), this position is responsible for independently performing a variety of complex personnel-related analytical work; working closely with all levels of the CalVCB management; supporting workforce planning initiatives; and serving as the Telework Coordinator. The Human Resources Analyst will perform tasks including but not limited to research and analysis, data tracking, creating and maintaining reports, and revising and updating policies. This includes working with and fostering collaborative relationships with customers, executive leadership, and control agencies.

**PERCENTAGE
OF TIME
SPENT**
DUTIES**%****ESSENTIAL JOB FUNCTIONS**

40%

Research and Analysis:

Interprets personnel laws, regulations, and policies; develops, updates, and maintains policies, procedures, and forms. Ensures accuracy of internal policies, procedures, and forms to maintain compliance and consistency with appropriate personnel laws, rules, regulations, and policies. Coordinates with various stakeholders including Labor Relations, HRU staff, and management to conduct the annual policy recertification and policy updates as needed.

Independently conducts research, gathers information, and responds to a variety of human resource-related requests; makes verbal and written recommendations to management; assesses, researches, and develops new human resource processes and procedures to identify program needs and alternatives. Conducts HR audits and special classification and pay studies; reviews and analyzes proposed, modified, or abolished regulations and legislation to determine the impact on CalVCB and departmental operations. Identifies the impact of policies and processes for management's review. Identify discrepancies and makes recommendations for appropriate action to management.

35%

Workforce Planning & Recruitment:

Supports workforce planning initiatives including but not limited to: employee engagement efforts; developing and conducting surveys; performing analysis; coordinating and maintaining the Upward Mobility Program; developing and implementing diversity and inclusion efforts; research, develop, and implement hiring processes and toolkits to support recruitment gaps; and a variety of other duties related to the administration, delivery, enhancement, and maintenance of the CalVCB Workforce Strategic Plan and workforce programs. Develops, implements, and maintains CalVCB-specific workforce planning policies, procedures, presentations, status reports, training, and tools. Independently research, track, and reports workforce data regarding retirement trends, workforce generational and occupational demographics, and other workforce or succession planning data.

In a lead capacity, supports special human resources recruitment, and retention projects, as assigned; provides consultation, guidance, and status reports; maintains

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	databases, compiles data, and develops reports, materials, graphs, and/or charts to demonstrate recruitment/retention efforts and present to leadership.
10%	<u>Position Control:</u> Ensures positions are allocated and processes Change in Established Positions forms (STD. 607). Coordinates submission of STD.607s with Personnel Specialists and Budgets. Researches and conducts audits on position history. Develop and implement a tracking system to ensure accurate record keeping and maintenance of position history.
10%	<u>Telework Coordinator:</u> Serves as the CalVCB Telework Coordinator. Responsible for ensuring internal compliance duties and implementing and maintaining the Telework Program; maintains and updates the Telework Program policy and guidelines as needed; reviews, analyzes, and tracks completed Telework Agreements to ensure accuracy and compliance with telework policies, procedures, and guidelines; tracks and reports metrics to ascertain the effectiveness of CalVCB's Telework Program. Serves as a point of contact for the Department of General Services regarding the telework program.
%	<u>MARGINAL JOB FUNCTIONS</u>
5%	Perform other job-related duties as required.

DESIRABLE QUALIFICATIONS

- Experience working in human resources and/or knowledge of human resource practices.
- Analytical experience, including but not limited to independently conducting, reviewing, and analyzing research; developing, and maintaining various logs and spreadsheets; and making recommendations to management.
- Experience in interpreting civil service laws, rules, regulations, policies, and procedures.
- Strong technical skills, including proficiency with Microsoft Office programs (i.e., Word, Excel, SharePoint, Visio, Teams), Adobe Acrobat, and other technology systems and platforms.

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Ability to work independently and as a member of a team with open-mindedness, flexibility, and respect.
- Demonstrates good interpersonal skills by performing in a professional and personable manner with the public, other governmental entities, and staff at all levels, successfully developing and maintaining their confidence and cooperation. Understand, follow, and enforce all safety rules and procedures.
- Perform successfully in a diverse community as well as with individuals from varied backgrounds by demonstrating respect and appreciation for differences in all interactions.
- Understands, follows, and enforces all safety rules and procedures.
- Ensure deadlines are met.
- Maintain acceptable, consistent, and regular attendance.

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RPA 23-087**PHYSICAL ABILITIES**

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.